



ATKINSON COUNTY BOARD OF EDUCATION PEARSON, GEORGIA

**ANNUAL FINANCIAL REPORT
FOR THE FISCAL YEAR ENDED
JUNE 30, 2013**

(Including Independent Auditor's Reports)



ATKINSON COUNTY BOARD OF EDUCATION

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ATKINSON COUNTY BOARD OF EDUCATION

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SECTION I
FINANCIAL



DEPARTMENT OF AUDITS AND ACCOUNTS

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Greg S. Griffin
STATE AUDITOR
(404) 656-2174

June 9, 2014

Honorable Nathan Deal, Governor
Members of the General Assembly
Members of the State Board of Education
and
Superintendent and Members of the
Atkinson County Board of Education

INDEPENDENT AUDITOR'S REPORT

Ladies and Gentlemen:

Report on the Financial Statements

We have audited the accompanying financial statements of the governmental activities, each major fund, and the aggregate remaining fund information (Exhibits A through H) of the Atkinson County Board of Education, as of and for the year ended June 30, 2013, and the related notes to the financial statements, which collectively comprise the Board's basic financial statements as listed in the table of contents.

Management's Responsibility for the Financial Statements

Management is responsible for the preparation and fair presentation of these financial statements in accordance with accounting principles generally accepted in the United States of America; this includes the design, implementation, and maintenance of internal control relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error.

Auditor's Responsibility

Our responsibility is to express opinions on these financial statements based on our audit. We conducted our audit in accordance with auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States. Those standards require that we plan and perform the audit to obtain reasonable assurance about whether the financial statements are free of material misstatement.

An audit involves performing procedures to obtain audit evidence about the amounts and disclosures in the financial statements. The procedures selected depend on the auditor's judgment, including the assessment of the risks of material misstatement of the financial statements, whether due to fraud or error. In making those risk assessments, the auditor considers internal control relevant to the entity's preparation and fair presentation of the financial statements in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the entity's internal control. Accordingly, we express

no such opinion. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluating the overall presentation of the financial statements.

We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our audit opinions.

Opinions

In our opinion, the financial statements referred to previously present fairly, in all material respects, the respective financial position of the governmental activities, each major fund, and the aggregate remaining fund information of the Atkinson County Board of Education, as of June 30, 2013, and the respective changes in financial position thereof for the year then ended in accordance with accounting principles generally accepted in the United States of America.

Emphasis of Matter

As described in Note 2 to the financial statements, in 2013, the Atkinson County Board of Education adopted new accounting guidance, Governmental Accounting Standards Board (GASB) Statement No. 63, *Financial Reporting of Deferred Outflows of Resources, Deferred Inflows of Resources, and Net Position*. Our opinion is not modified with respect to this matter.

Other Matters

Required Supplementary Information

Management has omitted the Management's Discussion and Analysis that accounting principles generally accepted in the United States of America require to be presented to supplement the basic financial statements. Such missing information, although not a part of the basic financial statements, is required by the Governmental Accounting Standards Board who considers it to be an essential part of financial reporting for placing the basic financial statements in an appropriate operational, economic, or historical context. Our opinion on the basic financial statements is not affected by this missing information. Accounting principles generally accepted in the United States of America require that the Schedule of Revenues, Expenditures and Changes in Fund Balances - Budget and Actual, as presented on page 23, be presented to supplement the basic financial statements. Such information, although not a part of the basic financial statements, is required by the Governmental Accounting Standards Board, who considers it to be an essential part of financial reporting for placing the basic financial statements in an appropriate operational, economic, or historical context. We have applied certain limited procedures to the required supplementary information in accordance with auditing standards generally accepted in the United States of America, which consisted of inquiries of management regarding the methods of preparing the information and comparing the information for consistency with management's responses to our inquiries, the basic financial statements, and other knowledge we obtained during our audit of the basic financial statements. We do not express an opinion or provide any assurance on the information because the limited procedures do not provide us with sufficient evidence to express an opinion or provide any assurance.

Other Information

Our audit was conducted for the purpose of forming opinions on the financial statements that collectively comprise the Atkinson County Board of Education's basic financial statements. The accompanying supplementary information, consisting of Schedules 2 through 5, is presented for the purposes of additional analysis and is not a required part of the basic financial statements. The Schedule of Expenditures of Federal Awards is presented for purposes of additional analysis as required by U. S. Office of Management and Budget Circular A-133, *Audits of States, Local Governments, and Non-Profit Organizations*, and is not a required part of the basic financial statements.

The accompanying supplementary information is the responsibility of management and was derived from and relates directly to the underlying accounting and other records used to prepare the basic financial statements. Such information has been subjected to the auditing procedures applied in the audit of the basic financial statements and certain additional procedures, including comparing and reconciling such information directly to the underlying accounting and other records used to prepare the basic financial statements or to the basic financial statements themselves, and other additional procedures in accordance with auditing standards generally accepted in the United States of America. In our opinion, the information is fairly stated in all material respects in relation to the basic financial statements as a whole.

Other Reporting Required by *Government Auditing Standards*

In accordance with *Government Auditing Standards*, we have also issued our report dated June 9, 2014, on our consideration of the Atkinson County Board of Education's internal control over financial reporting and on our tests of its compliance with certain provisions of laws, regulations, contracts, and grant agreements and other matters. The purpose of that report is to describe the scope of our testing of internal control over financial reporting and compliance and the results of that testing, and not to provide an opinion on the internal control over financial reporting or on compliance. That report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering Atkinson County Board of Education's internal control over financial reporting and compliance.

A copy of this report has been filed as a permanent record in the office of the State Auditor and made available to the press of the State, as provided for by Official Code of Georgia Annotated section 50-6-24.

Respectfully submitted,



Greg S. Griffin
State Auditor

GSG:as
2013ARL-11

ATKINSON COUNTY BOARD OF EDUCATION

ATKINSON COUNTY BOARD OF EDUCATION
STATEMENT OF NET POSITION
JUNE 30, 2013

EXHIBIT "A"

		GOVERNMENTAL ACTIVITIES
<u>ASSETS</u>		
Cash and Cash Equivalents	\$	4,880,681.77
Investments		2,641,133.21
Accounts Receivable, Net		
Interest		1,773.92
Taxes		340,295.04
State Government		1,196,703.00
Federal Government		351,402.23
Local		3,830.64
Other		16,953.95
Inventories		32,334.64
Capitalized Bond and Other Debt Issuance Costs		11,339.00
Capital Assets, Non-Depreciable		652,595.00
Capital Assets, Depreciable (Net of Accumulated Depreciation)		15,788,838.00
Total Assets	\$	25,917,880.40
<u>LIABILITIES</u>		
Accounts Payable	\$	164,811.95
Salaries and Benefits Payable		1,736,881.58
Payroll Withholdings Payable		99,804.29
Interest Payable		3,493.75
Long-Term Liabilities		
Due Within One Year		645,974.20
Total Liabilities	\$	2,650,965.77
<u>NET POSITION</u>		
Investment in Capital Assets	\$	16,441,433.00
Restricted for		
Continuation of Federal Programs		296,818.92
Debt Service		6,987.50
Capital Projects		1,662,007.66
Unrestricted		4,859,667.55
Total Net Position	\$	23,266,914.63

The notes to the basic financial statements are an integral part of this statement.

ATKINSON COUNTY BOARD OF EDUCATION
STATEMENT OF ACTIVITIES
FOR THE YEAR ENDED JUNE 30, 2013

EXHIBIT "B"

	PROGRAM REVENUES		NET (EXPENSES)	
EXPENSES	CHARGES FOR SERVICES	OPERATING GRANTS AND CONTRIBUTIONS	REVENUES AND CHANGES IN NET POSITION	
<u>GOVERNMENTAL ACTIVITIES</u>				
Instruction	\$ 10,296,883.48	\$ 46,312.50	\$ 7,934,328.58	\$ -2,316,242.40
Support Services				
Pupil Services	320,136.58		73,188.53	-246,948.05
Improvement of Instructional Services	472,842.75		336,561.15	-136,281.60
Educational Media Services	298,015.06		237,658.71	-60,356.35
General Administration	373,832.79		539,521.61	165,688.82
School Administration	955,143.29		644,164.66	-310,978.63
Business Administration	224,187.50		9,521.68	-214,665.82
Maintenance and Operation of Plant	1,090,864.77		520,566.52	-570,298.25
Student Transportation Services	854,468.73		313,394.04	-541,074.69
Other Support Services	85,171.48		58,454.34	-26,717.14
Operations of Non-Instructional Services				
Food Services	1,184,042.63	56,846.82	996,247.01	-130,948.80
Interest on Short-Term and Long-Term Debt	36,915.36			-36,915.36
	<u>\$ 16,192,504.42</u>	<u>\$ 103,159.32</u>	<u>\$ 11,663,606.83</u>	<u>\$ -4,425,738.27</u>
General Revenues				
Taxes				
Property Taxes				
For Maintenance and Operations				\$ 2,129,261.02
Sales Taxes				
Special Purpose Local Option Sales Tax				
For Capital Projects				735,407.20
Other Sales Tax				2,804.99
Grants and Contributions not Restricted to Specific Programs				1,897,940.00
Investment Earnings				38,112.50
Miscellaneous				243,414.85
				<u>\$ 5,046,940.56</u>
Change in Net Position				\$ 621,202.29
Net Position - Beginning of Year (Restated)				<u>22,645,712.34</u>
Net Position - End of Year				<u>\$ 23,266,914.63</u>

The notes to the basic financial statements are an integral part of this statement.

ATKINSON COUNTY BOARD OF EDUCATION
BALANCE SHEET
GOVERNMENTAL FUNDS
JUNE 30, 2013

EXHIBIT "C"

	GENERAL FUND	DISTRICT- WIDE CAPITAL PROJECTS FUND	DEBT SERVICE FUND	TOTAL
<u>ASSETS</u>				
Cash and Cash Equivalents	\$ 4,345,358.21	\$ 535,280.17	\$ 43.39	\$ 4,880,681.77
Investments	1,552,495.31	1,088,637.90		2,641,133.21
Accounts Receivable, Net				
Interest	1,745.12	28.80		1,773.92
Taxes	281,518.39	58,776.65		340,295.04
State Government	1,196,703.00			1,196,703.00
Federal Government	351,402.23			351,402.23
Local	3,830.64			3,830.64
Other	16,953.95			16,953.95
Inventories	32,334.64			32,334.64
Total Assets	\$ 7,782,341.49	\$ 1,682,723.52	\$ 43.39	\$ 9,465,108.40
 <u>LIABILITIES AND FUND BALANCES</u>				
<u>LIABILITIES</u>				
Accounts Payable	\$ 154,533.95	\$ 10,278.00	\$ 0.00	\$ 164,811.95
Salaries and Benefits Payable	1,736,881.58			1,736,881.58
Payroll Withholdings Payable	99,804.29			99,804.29
Deposits and Deferred Revenue	216,962.68			216,962.68
Total Liabilities	\$ 2,208,182.50	\$ 10,278.00	\$ 0.00	\$ 2,218,460.50
 <u>FUND BALANCES</u>				
Nonspendable	\$ 32,334.64			\$ 32,334.64
Restricted	264,484.28	\$ 1,672,445.52	\$ 43.39	1,936,973.19
Assigned	85,322.88			85,322.88
Unassigned	5,192,017.19			5,192,017.19
Total Fund Balances	\$ 5,574,158.99	\$ 1,672,445.52	\$ 43.39	\$ 7,246,647.90
Total Liabilities and Fund Balances	\$ 7,782,341.49	\$ 1,682,723.52	\$ 43.39	\$ 9,465,108.40

The notes to the basic financial statements are an integral part of this statement.

ATKINSON COUNTY BOARD OF EDUCATION
 RECONCILIATION OF THE GOVERNMENTAL FUNDS BALANCE SHEET
 TO THE STATEMENT OF NET POSITION
 JUNE 30, 2013

EXHIBIT "D"

Total Fund Balances - Governmental Funds (Exhibit "C") \$ 7,246,647.90

Amounts reported for Governmental Activities in the Statement of Net Position are different because:

Capital Assets used in Governmental Activities are not financial resources and therefore are not reported in the funds. These assets consist of:

Land	\$	611,420.00	
Construction in Progress		41,175.00	
Land Improvements		984,692.00	
Buildings		17,662,310.00	
Equipment		2,505,024.00	
Accumulated Depreciation		-5,363,188.00	
Total Capital Assets		16,441,433.00	16,441,433.00

Taxes that are not available to pay for current period expenditures are deferred in the funds.

Property Taxes			216,962.68
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Other Long-Term Assets are not available to pay for current period expenditures and therefore, are deferred on the Statement of Net Position.

Deferred Charges - Capitalized Bond Issuance Costs			11,339.00
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Long-Term Liabilities, including Bonds Payable, are not due and payable in the current period and therefore are not reported as liabilities in the funds.

Long-Term Liabilities at year-end consist of:

Bonds Payable	\$	-645,000.00	
Accrued Interest		-3,493.75	
Bond Premiums, Net of Amortization		-974.20	
Total Long-Term Liabilities		-649,467.95	-649,467.95

Net Position of Governmental Activities (Exhibit "A") \$ 23,266,914.63

ATKINSON COUNTY BOARD OF EDUCATION
STATEMENT OF REVENUES, EXPENDITURES AND CHANGES IN FUND BALANCES
GOVERNMENTAL FUNDS
YEAR ENDED JUNE 30, 2013

EXHIBIT "E"

	GENERAL FUND	DISTRICT- WIDE CAPITAL PROJECTS FUND	DEBT SERVICE FUND	TOTAL
<u>REVENUES</u>				
Property Taxes	\$ 1,975,884.92			\$ 1,975,884.92
Sales Taxes	2,804.99	\$ 735,407.20		738,212.19
State Funds	11,190,390.93			11,190,390.93
Federal Funds	2,371,155.91			2,371,155.91
Charges for Services	103,159.32			103,159.32
Investment Earnings	22,876.64	15,235.46	\$ 0.40	38,112.50
Miscellaneous	218,497.76			218,497.76
	\$ 15,884,770.47	\$ 750,642.66	\$ 0.40	\$ 16,635,413.53
<u>EXPENDITURES</u>				
Current				
Instruction	\$ 9,781,182.39	\$ 173,067.16		\$ 9,954,249.55
Support Services				
Pupil Services	315,709.79			315,709.79
Improvement of Instructional Services	472,842.75			472,842.75
Educational Media Services	298,015.06			298,015.06
General Administration	365,787.02	4,180.00		369,967.02
School Administration	944,313.17	10,830.12		955,143.29
Business Administration	212,214.75		\$ 633.75	212,848.50
Maintenance and Operation of Plant	1,072,936.95	14,103.55		1,087,040.50
Student Transportation Services	923,428.57			923,428.57
Other Support Services	85,171.48			85,171.48
Food Services Operation	1,105,170.21			1,105,170.21
Capital Outlay		76,229.35		76,229.35
Debt Services				
Principal			625,000.00	625,000.00
Interest			41,275.00	41,275.00
	\$ 15,576,772.14	\$ 278,410.18	\$ 666,908.75	\$ 16,522,091.07
Excess of Revenues over (under) Expenditures	\$ 307,998.33	\$ 472,232.48	\$ -666,908.35	\$ 113,322.46
<u>OTHER FINANCING SOURCES (USES)</u>				
Insurance Proceeds	\$ 24,917.09			\$ 24,917.09
Transfers In		\$ 50,000.00	\$ 666,905.00	716,905.00
Transfers Out	-50,000.00	-666,905.00		-716,905.00
	\$ -25,082.91	\$ -616,905.00	\$ 666,905.00	\$ 24,917.09
Net Change in Fund Balances	\$ 282,915.42	\$ -144,672.52	\$ -3.35	\$ 138,239.55
Fund Balances - Beginning (Restated)	5,291,243.57	1,817,118.04	46.74	7,108,408.35
Fund Balances - Ending	\$ 5,574,158.99	\$ 1,672,445.52	\$ 43.39	\$ 7,246,647.90

The notes to the basic financial statements are an integral part of this statement.

ATKINSON COUNTY BOARD OF EDUCATION
 RECONCILIATION OF THE GOVERNMENTAL FUNDS STATEMENT OF
 REVENUES, EXPENDITURES AND CHANGES IN FUND BALANCES
 TO THE STATEMENT OF ACTIVITIES
 JUNE 30, 2013

EXHIBIT "F"

Total Net Change in Fund Balances - Governmental Funds (Exhibit "E") \$ 138,239.55

Amounts reported for Governmental Activities in the Statement of Activities are different because:

Capital Outlays are reported as expenditures in Governmental Funds. However, in the Statement of Activities, the cost of Capital Assets is allocated over their estimated useful lives as depreciation expense. In the current period, these amounts are:

Capital Outlay	\$ 306,340.00	
Depreciation Expense	-521,945.00	
Excess of Capital Outlay over Depreciation Expense	-215,605.00	-215,605.00

Taxes reported in the Statement of Activities that do not provide current financial resources are not reported as revenues in the funds. 153,376.10

The net effect of various miscellaneous transactions involving capital assets (i.e., sales, trade-ins, donations, and disposals) is to decrease net position. -72,829.00

Repayment of Long-Term Debt is reported as an expenditure in Governmental Funds, but the repayment reduces Long-Term Liabilities in the Statement of Net Position. In the current year, these amounts consist of:

Bond Principal Retirements	\$ 625,000.00	
Amortization of Premium	974.22	
Total Long-Term Debt Repayments	625,974.22	625,974.22

Some items reported in the Statement of Activities do not require the use of current financial resources and therefore are not reported as expenditures in Governmental Funds. These activities consist of:

Net Decrease in Accrued Interest	\$ 3,385.42	
Amortization of Bond Issuance Cost	-11,339.00	
Total Additional Expenditures	-7,953.58	-7,953.58

Change in Net Position of Governmental Activities (Exhibit "B") \$ 621,202.29

The notes to the basic financial statements are an integral part of this statement.

ATKINSON COUNTY BOARD OF EDUCATION
STATEMENT OF FIDUCIARY NET POSITION
FIDUCIARY FUNDS
JUNE 30, 2013

EXHIBIT "G"

	<u>AGENCY FUNDS</u>
<u>ASSETS</u>	
Cash and Cash Equivalents	\$ <u>67,542.42</u>
<u>LIABILITIES</u>	
Funds Held for Others	\$ <u>67,542.42</u>

The notes to the basic financial statements are an integral part of this statement.

NOTE 1: DESCRIPTION OF SCHOOL DISTRICT AND REPORTING ENTITY

REPORTING ENTITY

The Atkinson County Board of Education (School District) was established under the laws of the State of Georgia and operates under the guidance of a school board elected by the voters and a Superintendent appointed by the Board. The Board is organized as a separate legal entity and has the power to levy taxes and issue bonds. Its budget is not subject to approval by any other entity. Accordingly, the School District is a primary government and consists of all the organizations that compose its legal entity.

NOTE 2: SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES

BASIS OF PRESENTATION

The School District's basic financial statements are collectively comprised of the District-wide financial statements, fund financial statements and notes to the basic financial statements of the Atkinson County Board of Education.

District-wide Statements:

The Statement of Net Position and the Statement of Activities display information about the financial activities of the overall School District, except for fiduciary activities. Eliminations have been made to minimize the double counting of internal activities. Governmental activities generally are financed through taxes, intergovernmental revenues, and other nonexchange transactions.

The Statement of Activities presents a comparison between direct expenses and program revenues for each function of the School District's governmental activities.

- Direct expenses are those that are specifically associated with a program or function and, therefore, are clearly identifiable to a particular function. Indirect expenses (expenses of the School District related to the administration and support of the School District's programs, such as office and maintenance personnel and accounting) are not allocated to programs.
- Program revenues include (a) charges paid by the recipients of goods or services offered by the programs and (b) grants and contributions that are restricted to meeting the operational or capital requirements of a particular program. Revenues that are not classified as program revenues, including all taxes, are presented as general revenues.

Fund Financial Statements:

The fund financial statements provide information about the School District's funds. Eliminations have been made to minimize the double counting of internal activities. Separate statements for each category (governmental and fiduciary) are presented. The emphasis of fund financial statements is on major governmental funds. All remaining governmental funds are aggregated and reported as nonmajor funds.

The School District reports the following major governmental funds:

- General Fund is the School District's primary operating fund. It accounts for and reports all financial resources not accounted for and reported in another fund.
- District-wide Capital Projects Fund accounts for and reports financial resources including Education Special Purpose Local Option Sales Tax (ESPLOST) and Bond Proceeds that are restricted, committed or assigned to the expenditure for capital outlays, including the acquisition or construction of capital facilities and other capital assets.
- Debt Service Fund accounts for and reports financial resources that are restricted, committed, or assigned including taxes (sales) legally restricted for the payment of general long-term principal and interest.

ATKINSON COUNTY BOARD OF EDUCATION
 NOTES TO THE BASIC FINANCIAL STATEMENTS
 JUNE 30, 2013

EXHIBIT "H"

The School District reports the following fiduciary fund type:

- Agency funds account for assets held by the School District as an agent for various funds, governments or individuals.

BASIS OF ACCOUNTING

The basis of accounting determines when transactions are reported on the financial statements. The District-wide governmental and fiduciary financial statements are reported using the economic resources measurement focus and the accrual basis of accounting. Revenues are recorded when earned and expenses are recorded at the time liabilities are incurred, regardless of when the related cash flows take place. Nonexchange transactions, in which the School District gives (or receives) value without directly receiving (or giving) equal value in exchange, include property taxes, sales taxes, and grants. On an accrual basis, revenue from property taxes is recognized in the fiscal year for which the taxes are levied. Revenue from sales taxes is recognized in the fiscal year in which the underlying transaction (sale) takes place. Revenue from grants is recognized in the fiscal year in which all eligibility requirements have been satisfied.

The School District uses funds to report on its financial position and the results of its operations. Fund accounting is designed to demonstrate legal compliance and to aid financial management by segregating transactions related to certain governmental functions or activities. A fund is a separate accounting entity with a self-balancing set of accounts.

Governmental funds are reported using the current financial resources measurement focus and the modified accrual basis of accounting. Under this method, revenues are recognized when measurable and available. The School District considers all revenues reported in the governmental funds to be available if they are collected within sixty days after year-end. The School District considers all intergovernmental revenues to be available if they are collected within 120 days after year-end. Property taxes, sales taxes and interest are considered to be susceptible to accrual. Expenditures are recorded when the related fund liability is incurred, except for principal and interest on general long-term debt which are recognized as expenditures to the extent they have matured. Capital asset acquisitions are reported as expenditures in governmental funds. Proceeds of general long-term liabilities are reported as other financing sources.

The School District funds certain programs by a combination of specific cost-reimbursement grants, categorical grants, and general revenues. Thus, when program costs are incurred, both restricted and unrestricted resources are available to finance the program. It is the School District's policy to first apply grant resources to such programs, followed by cost-reimbursement grants, then general revenues.

RESTATEMENT OF PRIOR YEAR NET POSITION/FUND BALANCE

For fiscal year 2013, the School District made a prior period adjustment due to an error or omission, which requires the restatement of the June 30, 2012 net position in Governmental Activities and fund balance in the District-wide Capital Projects Fund. The result is a decrease in Net Position and Fund Balance at July 1, 2012 of \$61,042.85. These changes are in accordance with generally accepted accounting principles.

Net Position, July 1, 2012 as previously reported	\$	22,706,755.19
Error in Recording of Interest Income		-61,042.85
Net Position, July 1, 2012, as restated	\$	<u>22,645,712.34</u>
Fund Balance, July 1, 2012, as previously reported	\$	1,878,160.89
Error in Recording of Interest Income		-61,042.85
Fund Balance, July 1, 2012, as restated	\$	<u>1,817,118.04</u>

NEW ACCOUNTING PRONOUNCEMENTS

In fiscal year 2013, the School District adopted the Governmental Accounting Standards Board (GASB) Statement No. 60, *Accounting and Financial Reporting for Service Concession Arrangements*. The provisions of this Statement establish accounting and financial reporting standards for governments who enter into Service Concession Arrangements (SCA) with other governmental or nongovernmental entities. As of June 30, 2013, the School District has not entered into any arrangements that meet the qualifications to be reported as a SCA in accordance with this standard.

In fiscal year 2013, the School District adopted the Governmental Accounting Standards Board (GASB) Statement No. 62, *Codification of Accounting and Financial Reporting Guidance Contained in Pre-November 30, 1989 FASB and AICPA Pronouncements*. The provisions of this Statement incorporate certain accounting and financial reporting guidance into authoritative GASB literature.

In fiscal year 2013, the School District adopted the Governmental Accounting Standards Board (GASB) Statement No. 63, *Financial Reporting of Deferred Outflows of Resources, Deferred Inflows of Resources and Net Position*. The provisions of this Statement establish financial reporting standards for the presentation of deferred outflows of resources and deferred inflows of resources and their effects on a government's net position. The School District changed its presentation of net assets to net position for fiscal year 2013. There were no other applicable reporting changes for the School District.

CASH AND CASH EQUIVALENTS

Composition of Deposits

Cash and cash equivalents consist of cash on hand, demand deposits and short-term investments with original maturities of three months or less from the date of acquisition in authorized financial institutions. Official Code of Georgia Annotated Section 45-8-14 authorizes the School District to deposit its funds in one or more solvent banks, insured Federal savings and loan associations or insured chartered building and loan associations.

INVESTMENTS

Composition of Investments

Investments made by the School District in nonparticipating interest-earning contracts (such as certificates of deposit) and repurchase agreements are reported at cost. Participating interest-earning contracts and money market investments with a maturity at purchase of one year or less are reported at amortized cost. Both participating interest-earning contracts and money market investments with a maturity at purchase greater than one year are reported at fair value. The Official Code of Georgia Annotated Section 36-83-4 authorizes the School District to invest its funds. In selecting among options for investment or among institutional bids for deposits, the highest rate of return shall be the objective, given equivalent conditions of safety and liquidity. Funds may be invested in the following:

1. Obligations issued by the State of Georgia or by other states,
2. Obligations issued by the United States government,
3. Obligations fully insured or guaranteed by the United States government or a United States government agency,
4. Obligations of any corporation of the United States government,
5. Prime banker's acceptances,
6. The Georgia Fund 1 administered by the State of Georgia, Office of the State Treasurer,
7. Repurchase agreements, and
8. Obligations of other political subdivisions of the State of Georgia.

The School District does not have a formal policy regarding investment policies that address credit risks, custodial credit risks, concentration of credit risks, interest rate risks or foreign currency risks.

RECEIVABLES

Receivables consist of amounts due from property and sales taxes, grant reimbursements due on Federal, State or other grants for expenditures made but not reimbursed and other receivables disclosed from information available. Receivables are recorded when either the asset or revenue recognition criteria has been met. Receivables recorded on the basic financial statements do not include any amounts which would necessitate the need for an allowance for uncollectible receivables.

PROPERTY TAXES

The Atkinson County Board of Commissioners adopted the property tax levy for the 2012 tax digest year (calendar year) on July 29, 2012 (levy date) based on property values as of January 1, 2012. Taxes were due on December 20, 2012 (lien date). Taxes collected within the current fiscal year or within 60 days after year-end on the 2012 tax digest are reported as revenue in the governmental funds for fiscal year 2013. The Atkinson County Tax Commissioner bills and collects the property taxes for the School District, withholds 2.5% of taxes collected as a fee for tax collection and remits the balance of taxes collected to the School District. Property tax revenues, at the fund reporting level, during the fiscal year ended June 30, 2013, for maintenance and operations amounted to \$1,936,598.17.

The tax millage rate levied for the 2012 tax year (calendar year) for the Atkinson County Board of Education was as follows (a mill equals \$1 per thousand dollars of assessed value):

School Operations	<u>14.811</u> mills
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Additionally, Title Ad Valorem Tax revenues, at the fund reporting level, amounted to \$39,286.75 during fiscal year ended June 30, 2013.

SALES TAXES

Education Special Purpose Local Option Sales Tax, at the fund reporting level, during the year amounted to \$735,407.20 and is to be used for capital outlay for educational purposes or debt service. This sales tax was authorized by local referendum and the sales tax must be re-authorized at least every five years.

INVENTORIES

Food Inventories

On the basic financial statements, inventories of donated food commodities used in the preparation of meals are reported at their Federally assigned value and purchased foods inventories are reported at cost (first-in, first-out). The School District uses the consumption method to account for inventories whereby donated food commodities are recorded as an asset and as revenue when received, and expenses/expenditures are recorded as the inventory items are used. Purchased foods are recorded as an asset when purchased and expenses/expenditures are recorded as the inventory items are used.

CAPITAL ASSETS

Capital assets purchased, including capital outlay costs, are recorded as expenditures in the fund financial statements at the time of purchase (including ancillary charges). On the District-wide financial statements, all purchased capital assets are valued at cost where historical records are available and at estimated historical cost based on appraisals or deflated current replacement cost where no historical records exist. Donated capital assets are recorded at estimated fair market

value on the date donated. Disposals are deleted at depreciated recorded cost. The cost of normal maintenance and repairs that do not add to the value of assets or materially extend the useful lives of the assets is not capitalized. Depreciation is computed using the straight-line method. The School District does not capitalize book collections or works of art. During the fiscal year under review, no events or changes in circumstances affecting a capital asset that may indicate impairment were known to the School District.

Capitalization thresholds and estimated useful lives of capital assets reported in the District-wide statements are as follows:

	Capitalization Policy	Estimated Useful Life
Land	Any Amount	N/A
Land Improvements	\$ 25,000.00	20 to 80 years
Buildings and Improvements	\$ 25,000.00	up to 80 years
Equipment	\$ 5,000.00	5 to 50 years
Intangible Assets	\$ 100,000.00	10 to 20 years

Depreciation is used to allocate the actual or estimated historical cost of all capital assets over estimated useful lives, with the exception of intangible assets which are amortized.

Amortization of intangible assets such as water, timber, and mineral rights, easements, patents, trademarks, copyrights and software is computed using the straight-line method over the estimated useful lives of the assets, generally 10 to 20 years.

GENERAL OBLIGATION BONDS

The School District issues general obligation bonds to provide funds for the acquisition and construction of major capital facilities. In the District-wide financial statements, bond premiums and discounts, as well as issuance costs, are deferred and amortized over the life of the bonds using the straight-line method. Bond issuance costs are reported as deferred charges and amortized over the term of the debt.

In the fund financial statements, the School District recognizes bond premiums and discounts, as well as bond issuance costs during the fiscal year bonds are issued. Premiums received on debt issuances are reported as other financing sources while discounts on debt issuances are reported as other financing uses. Issuance costs, whether or not withheld from the actual debt proceeds received, are reported as debt service expenditures. General obligation bonds are direct obligations and pledge the full faith and credit of the government. The outstanding amount of these bonds is recorded in the Statement of Net Position.

NET POSITION

The School District's net position in the District-wide Statements is classified as follows:

Investment in capital assets - This represents the School District's total investment in capital assets.

Restricted net position - This represents resources for which the School District is legally or contractually obligated to spend resources for continuation of Federal Programs, debt service and capital projects in accordance with restrictions imposed by external third parties.

Unrestricted net position - Unrestricted net position represents resources derived from property taxes, sales taxes, grants and contributions not restricted to specific programs, charges for services, and miscellaneous revenues. These resources are used for transactions relating to the educational and general operations of the School District, and may be used at the discretion of the Board to meet current expenses for those purposes.

FUND BALANCES

The School District's fund balances are classified as follows:

Nonspendable – Amounts that cannot be spent either because they are in a nonspendable form or because they are legally or contractually required to be maintained intact.

Restricted – Constraints are placed on the use of resources are either (1) externally imposed conditions by creditors, grantors, contributors, or laws and regulations of other governments or (2) imposed by law through constitutional provisions or enabling legislation.

Committed – Amounts that can be used only for specific purposes pursuant to constraints imposed by formal action of the Board of Education. The Board of Education is the School District's highest level of decision-making authority, and the formal action that is required to be taken to establish, modify, or rescind a fund balance commitment is a resolution approved by the Board. Committed fund balance also should incorporate contractual obligations to the extent that existing resources in the fund have been specifically committed for use in satisfying those contractual requirements.

Assigned – Amounts that are constrained by the School District's *intent* to be used for specific purposes, but are neither restricted nor committed. The intent should be expressed by (1) the Board of Education or (2) the budget or finance committee, or the Superintendent, or designee, to assign amounts to be used for specific purposes.

Unassigned – The residual classification for the General Fund. This classification represents fund balances that has not been assigned to other funds and that has not been restricted, committed, or assigned to specific purposes within the General Fund.

Fund Balances of the Governmental Funds at June 30, 2013, are as follows:

Nonspendable					
Inventories				\$	32,334.64
Restricted					
Continuation of Federal Programs	\$	264,484.28			
Capital Projects		1,662,007.66			
Debt Service		10,481.25			1,936,973.19
Assigned					
School Activity Accounts					85,322.88
Unassigned					5,192,017.19
Fund Balance, June 30, 2013				\$	7,246,647.90

When multiple categories of fund balance are available for expenditure, the School District will start with the most restricted category and spend those funds first before moving down to the next category with available funds.

USE OF ESTIMATES

The preparation of the financial statements in conformity with accounting principles generally accepted in the United States requires management to make estimates and assumptions that affect the amounts reported in the financial statements and accompanying notes. Actual results may differ from those estimates.

NOTE 3: BUDGETARY DATA

The budget is a complete financial plan for the School District's fiscal year, and is based upon careful estimates of expenditures together with probable funding sources. The budget is legally adopted each year for the general fund. There is no statutory prohibition regarding over expenditure of the budget at any level. The budget for all governmental funds is prepared and adopted by fund and function. The legal level of budgetary control was established by the Board at the aggregate fund level. The budget for the General Fund was prepared in accordance with accounting principles generally accepted in the United States of America.

The budgetary process begins with the School District's administration presenting an initial budget for the Board's review. The administration makes revisions as necessary based on the Board's guidelines and a tentative budget is approved. After approval of this tentative budget by the Board, such budget is advertised at least once in a newspaper of general circulation in the locality, as well as the School District's website. At the next regularly scheduled meeting of the Board after advertisement, the Board receives comments on the tentative budget, makes revisions as necessary and adopts a final budget. The approved budget is then submitted, in accordance with provisions of Official Code of Georgia Annotated section 20-2-167(c), to the Georgia Department of Education. The Board may increase or decrease the budget at any time during the year. All unexpended budget authority lapses at fiscal year-end.

See Schedule 1 – General Fund Schedule of Revenues, Expenditures and Changes in Fund Balances – Budget to Actual for a detail of any over/under expenditures during the fiscal year under review.

NOTE 4: DEPOSITS AND INVESTMENTS

COLLATERALIZATION OF DEPOSITS

Official Code of Georgia Annotated (O.C.G.A.) Section 45-8-12 provides that there shall not be on deposit at any time in any depository for a time longer than ten days a sum of money which has not been secured by surety bond, by guarantee of insurance, or by collateral. The aggregate of the face value of such surety bond and the market value of securities pledged shall be equal to not less than 110 percent of the public funds being secured after the deduction of the amount of deposit insurance. If a depository elects the pooled method (O.C.G.A. Section 45-8-13.1) the aggregate of the market value of the securities pledged to secure a pool of public funds shall be not less than 110 percent of the daily pool balance.

At June 30, 2013, \$77,642.32 of deposits were not secured by surety bond, insurance or collateral as specified above. The School District is working with the affected financial institutions to ensure appropriate levels of collateral are maintained for all of the School District's deposits.

Acceptable security for deposits consists of any one of or any combination of the following:

1. Surety bond signed by a surety company duly qualified and authorized to transact business within the State of Georgia,
2. Insurance on accounts provided by the Federal Deposit Insurance Corporation,
3. Bonds, bills, notes, certificates of indebtedness or other direct obligations of the United States or of the State of Georgia,
4. Bonds, bills, notes, certificates of indebtedness or other obligations of the counties or municipalities of the State of Georgia,
5. Bonds of any public authority created by the laws of the State of Georgia, providing that the statute that created the authority authorized the use of the bonds for this purpose,
6. Industrial revenue bonds and bonds of development authorities created by the laws of the State of Georgia, and

7. Bonds, bills, notes, certificates of indebtedness, or other obligations of a subsidiary corporation of the United States government, which are fully guaranteed by the United States government both as to principal and interest or debt obligations issued by or securities guaranteed by the Federal Land Bank, the Federal Home Loan Bank, the Federal Intermediate Credit Bank, the Central Bank for Cooperatives, the Farm Credit Banks, the Federal Home Loan Mortgage Association, and the Federal National Mortgage Association.

CATEGORIZATION OF DEPOSITS

Custodial credit risk is the risk that in the event of a bank failure, the School District's deposits may not be returned to it. The School District does not have a deposit policy for custodial credit risk. At June 30, 2013, the bank balances were \$7,472,015.65. The amounts exposed to custodial credit risk are classified into three categories as follows:

- Category 1 - Uncollateralized,
- Category 2 - Cash collateralized with securities held by the pledging financial institution, or
- Category 3 - Cash collateralized with securities held by the pledging financial institution's trust department or agent but not in the School District's name.

The School District's deposits by custodial risk category at June 30, 2013, are as follows:

Custodial Credit Risk Category	Bank Balance
1	\$ 77,642.32
2	0.00
3	0.00
Total	\$ 77,642.32

CATEGORIZATION OF INVESTMENTS

At June 30, 2013, the carrying value of the School District's total investments was \$621,433.74, which is materially the same as fair value. This investment consisted entirely of funds invested in the Georgia Fund 1, formerly referred to as LGIP, administered by the State of Georgia, Office of the State Treasurer which is not required to be categorized since the School District did not own any specific identifiable securities in the pool. The investment policy of the State of Georgia, Office of the State Treasurer for the Georgia Fund 1 (Primary Liquidity Portfolio) does not provide for investment in derivatives or similar investments. Additional information on the Georgia Fund 1 is disclosed in the *State of Georgia* Comprehensive Annual Financial Report. This audit can be obtained from the Georgia Department of Audits and Accounts at <http://www.audits.ga.gov/SGD/cafr.html>.

The Primary Liquidity Portfolio consists of Georgia Fund 1 which is not registered with the SEC as an investment company but does operate in a manner consistent with the SEC's Rule 2a-7 of the Investment Company Act of 1940. The investment is valued at the pool's share price, \$1.00 per share. The pool is an AAAf rated investment pool by Standard and Poor's. The weighted average maturity of Georgia Fund 1 may not exceed 60 days. The weighted average maturity for Georgia Fund 1 on June 30, 2013, was 43 days.

NOTE 5: NON-MONETARY TRANSACTIONS

The School District receives food commodities from the United States Department of Agriculture (USDA) for school breakfast and lunch programs. These commodities are recorded at their Federally assigned value. **See Note 2 - Inventories**

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NOTE 6: CAPITAL ASSETS

The following is a summary of changes in the Capital Assets during the fiscal year:

	Balances July 1, 2012	Increases	Decreases	Balances June 30, 2013
Governmental Activities				
Capital Assets, Not Being Depreciated:				
Land	\$ 611,420.00			\$ 611,420.00
Construction in Progress	143,959.00	\$ 41,175.00	\$ 143,959.00	41,175.00
Total Capital Assets Not Being Depreciated	\$ 755,379.00	\$ 41,175.00	\$ 143,959.00	\$ 652,595.00
Capital Assets Being Depreciated				
Buildings and Improvements	\$ 17,484,929.00	\$ 177,381.00		\$ 17,662,310.00
Equipment	2,589,869.00	231,743.00	\$ 316,588.00	2,505,024.00
Land Improvements	984,692.00			984,692.00
Less Accumulated Depreciation for:				
Buildings and Improvements	3,262,280.00	294,719.00		3,556,999.00
Equipment	1,453,672.00	182,161.00	243,759.00	1,392,074.00
Land Improvements	369,050.00	45,065.00		414,115.00
Total Capital Assets, Being Depreciated, Net	\$ 15,974,488.00	\$ -112,821.00	\$ 72,829.00	\$ 15,788,838.00
Governmental Activity Capital Assets - Net	\$ 16,729,867.00	\$ -71,646.00	\$ 216,788.00	\$ 16,441,433.00

Current year depreciation expense by function is as follows:

Instruction		\$ 300,252.00
Support Services		
Pupil Services	\$ 4,040.00	
General Administration	3,528.00	
Maintenance and Operation of Plant	15,944.00	
Student Transportation Services	126,200.00	149,712.00
Food Services		71,981.00
		\$ 521,945.00

NOTE 7: INTERFUND TRANSFERS

Interfund transfers for the year ended June 30, 2013, consisted of the following:

	Transfers From	
<u>Transfer to</u>	General Fund	District-wide Capital Projects
District-wide Capital Projects	\$ 50,000.00	
Debt Service Fund		\$ 666,905.00
Total	\$ 50,000.00	\$ 666,905.00

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Transfers are used to move property tax revenues collected by the General Fund to (1) the District-wide Capital Projects Fund as required match or supplemental funding source for capital construction projects, and (2) move sales tax revenues collected by the District-wide Capital Projects Fund to the Debt Service Fund for debt repayments.

NOTE 8: RISK MANAGEMENT

The School District is exposed to various risks of loss related to torts; theft of, damage to, and destruction of assets; errors or omissions; job related illness or injuries to employees; acts of God and unemployment compensation.

The School District participates in the Georgia School Boards Association Risk and Insurance Management System, a public entity risk pool organized on July 1, 1994, to develop and administer a plan to reduce risk of loss on account of general liability, motor vehicle liability, or property damage, including safety engineering and other loss prevention and control techniques, and to administer one or more groups of self-insurance funds, including the processing and defense of claims brought against members of the system. The School District pays an annual premium to the system for its general insurance coverage. Additional coverage is provided through agreements by the system with other companies according to their specialty for property, boiler and machinery (including coverage for flood and earthquake), general liability (including coverage for sexual harassment, molestation and abuse), errors and omissions, crime and automobile risks. Payment of excess insurance for the system varies by line of coverage.

The School District is self-insured with regard to unemployment compensation claims. The School District accounts for claims within the General Fund with expenses/expenditures and liability being reported when it is probable that a loss has occurred, and the amount of that loss can be reasonably estimated.

Changes in the unemployment compensation claims liability during the last two fiscal years are as follows:

	<u>Beginning of Year Liability</u>	<u>Claims and Changes in Estimates</u>	<u>Claims Paid</u>	<u>End of Year Liability</u>
2012	\$ 0.00	\$ 1,258.96	\$ 1,258.96	\$ 0.00
2013	\$ 0.00	\$ 13,308.58	\$ 13,308.58	\$ 0.00

The School District participates in the Georgia Education Workers' Compensation Trust, a public entity risk pool organized on December 1, 1991, to develop, implement and administer a program of workers' compensation self-insurance for its member organizations. The School District pays an annual premium to the Trust for its general worker's compensation insurance coverage. Specific excess of loss insurance coverage is provided through an agreement by the Trust with the Safety National Casualty Company to provide coverage for potential losses sustained by the Trust in excess of \$1 million loss per occurrence, up to the statutory limit. Employers' Liability insurance coverage is also provided with limits of \$2 million. The Trust covers the first \$1 million of each Employers liability claim with Safety National providing additional Employers Liability limits up to a \$2 million per occurrence maximum. Safety National Casualty Company also provides \$2 million in aggregate coverage to the Trust, attaching at 110% of the loss fund and based on the Fund's annual normal premium.

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The School District has purchased a surety bond to provide additional insurance coverage as follows:

Position Covered	Amount
Superintendent	\$ 50,000.00

NOTE 9: LONG-TERM DEBT

GENERAL OBLIGATION DEBT OUTSTANDING

General Obligation Bonds currently outstanding are as follows:

Purpose	Interest Rates	Amount
General Government - Series 2008	3.00% - 3.25%	\$ <u>645,000.00</u>

Voters have authorized \$2,000,000.00 in general obligation debt for Capital Outlay which was not issued as of June 30, 2013.

The changes in Long-Term Debt during the fiscal year ended June 30, 2013, were as follows:

	Governmental Activities					
	Balance				Balance	Due Within
	July 1, 2012	Additions	Deductions	June 30, 2013	One Year	
G. O. Bonds	\$ 1,270,000.00	\$ 0.00	\$ 625,000.00	\$ 645,000.00	\$ 645,000.00	
Bond Premiums Amortized	<u>1,948.42</u>		<u>974.22</u>	<u>974.20</u>	<u>974.20</u>	
	<u>\$ 1,271,948.42</u>	<u>\$ 0.00</u>	<u>\$ 625,974.22</u>	<u>\$ 645,974.20</u>	<u>\$ 645,974.20</u>	

At June 30, 2013, payments due by fiscal year which includes principal and interest for these items are as follows:

<u>Fiscal Year Ended June 30:</u>	General Obligation Debt		Unamortized
	Principal	Interest	Bond Premium
2014	\$ <u>645,000.00</u>	\$ <u>20,962.50</u>	\$ <u>974.20</u>

NOTE 10: ON-BEHALF PAYMENTS

The School District has recognized revenues and costs in the amount of \$1,020,764.13 for health insurance and retirement contributions paid on the School District's behalf by the following State Agencies.

- Georgia Department of Education
 - Paid to the Georgia Department of Community Health
 - For Health Insurance of Certificated Personnel
 - In the amount of \$993,456.00
- Paid to the Teachers' Retirement System of Georgia
 - For Teachers' Retirement System (TRS) Employer's Cost
 - In the amount of \$4,941.13
- Office of the State Treasurer
 - Paid to the Public School Employees' Retirement System
 - For Public School Employees' Retirement (PSERS) Employer's Cost
 - In the amount of \$22,367.00

Funds paid to the Georgia Department of Community Health by the Georgia Department of Education on behalf of the School District are reported as part of the Quality Basic Education revenue allotments on Schedule 3 – Schedule of State Revenue.

NOTE 11: SIGNIFICANT CONTINGENT LIABILITIES

Amounts received or receivable principally from the Federal government are subject to audit and review by grantor agencies. This could result in requests for reimbursement to the grantor agency for any costs which are disallowed under grant terms. The School District believes that such disallowances, if any, will be immaterial to its overall financial position.

The School District is a defendant in various legal proceedings pertaining to matters incidental to the performance of routine School District operations. The ultimate disposition of these proceedings is not presently determinable, but is not believed to be material to the basic financial statements.

NOTE 12: POST-EMPLOYMENT BENEFITS

GEORGIA SCHOOL PERSONNEL POST-EMPLOYMENT HEALTH BENEFIT FUND

Plan Description. The Georgia School Personnel Post-employment Health Benefit Fund (School OPEB Fund) is a cost-sharing multiple-employer defined benefit post-employment healthcare plan that covers eligible former employees of public school systems, libraries and regional educational service agencies. The School OPEB Fund provides health insurance benefits to eligible former employees and their qualified beneficiaries through the State Employees Health Benefit Plan administered by the Department of Community Health. The Official Code of Georgia Annotated (O.C.G.A.) assigns the authority to establish and amend the benefit provisions of the group health plans, including benefits for retirees, to the Board of Community Health (Board). The Department of Community Health, which includes the School OPEB Fund, issues a separate stand alone financial audit report and a copy can be obtained from the Georgia Department of Audits and Accounts.

Funding Policy. The contribution requirements of plan members and participating employers are established by the Board in accordance with the current Appropriations Act and may be amended by the Board. Contributions of plan members or beneficiaries receiving benefits vary based on plan election, dependent coverage, and Medicare eligibility and election. For members with fewer than five years of service as of January 1, 2013, contributions also vary based on years of service. On average, members with five years or more of service as of January 1, 2013, pay approximately 25 percent of the cost of the health insurance coverage. In accordance with the Board resolution dated December 8, 2011, for members with fewer than five years of service as of January 1, 2013, the State provides a premium subsidy in retirement that ranges from 0% for fewer than 10 years of service to 75% (but no greater than the subsidy percentage offered to active employees) for 30 or more years of service. The subsidy for eligible dependents ranges from 0% to 55% (but no greater than the subsidy percentage offered to dependents of active employees minus 20%). No subsidy is available to Medicare eligible members not enrolled in a Medicare Advantage Option. The Board of Community Health sets all member premiums by resolution and in accordance with the law and applicable revenue and expense projections. Any subsidy policy adopted by the Board may be changed at any time by Board resolution and does not constitute a contract or promise of any amount of subsidy.

Participating employers are statutorily required to contribute in accordance with the employer contribution rates established by the Board. The contribution rates are established to fund all benefits due under the health insurance plans for both active and retired employees based on projected "pay-as-you-go" financing requirements. Contributions are not based on the actuarially calculated annual required contribution (ARC) which represents a level of funding that, if paid on an ongoing basis, is projected to cover normal cost each year and amortize any unfunded actuarial liabilities (or funding excess) over a period not to exceed thirty years.

The combined active and retiree contribution rates established by the Board for employers participating in the School OPEB Fund were as follows for the fiscal year ended June 30, 2013:

For certificated teachers, librarians and regional educational service agencies and certain other eligible participants:

July 2012 - February 2013 \$912.34 per member per month
 March 2013 - June 2013 \$937.34 per member per month

For non-certificated school personnel:

July 2012 - June 2013 \$446.20 per member per month

No additional contribution was required by the Board for fiscal year 2013 nor contributed to the School OPEB Fund to prefund retiree benefits. Such additional contribution amounts are determined annually by the Board in accordance with the School plan for other post-employment benefits and are subject to appropriation.

The School District's combined active and retiree contributions to the health insurance plans, which equaled the required contribution, for the current fiscal year and the preceding two fiscal years were as follows:

Fiscal Year	Percentage Contributed	Required Contribution
2013	100%	\$ 1,611,607.99
2012	100%	\$ 1,482,782.07
2011	100%	\$ 1,417,232.35

NOTE 13: RETIREMENT PLANS

TEACHERS' RETIREMENT SYSTEM OF GEORGIA (TRS)

Plan Description. The TRS is a cost-sharing multiple-employer defined benefit plan created in 1943 by an act of the Georgia General Assembly to provide retirement benefits for qualifying employees in educational service. A Board of Trustees comprised of active and retired members and ex-officio State employees is ultimately responsible for the administration of TRS. The Teachers' Retirement System of Georgia issues a separate stand alone financial audit report and a copy can be obtained from the Georgia Department of Audits and Accounts.

On October 25, 1996, the Board created the Supplemental Retirement Benefits Plan of the Georgia Teachers' Retirement System (SRBP-TRS). SRBP-TRS was established as a qualified excess benefit plan in accordance with Section 415 of the Internal Revenue Code (IRC) as a portion of TRS. The purpose of SRBP-TRS is to provide retirement benefits to employees covered by TRS whose benefits are otherwise limited by IRC Section 415. Beginning July 1, 1997, all members and retired former members in TRS are eligible to participate in the SRBP-TRS whenever their benefits under TRS exceed the IRC Section 415 imposed limitation on benefits.

TRS provides service retirement, disability retirement, and survivor's benefits. The benefit structure of TRS is defined and may be amended by State statute. A member is eligible for normal service retirement after 30 years of creditable service, regardless of age, or after 10 years of service and attainment of age 60. A member is eligible for early retirement after 25 years of creditable service.

Normal retirement (pension) benefits paid to members are equal to 2% of the average of the member's two highest paid consecutive years of service, multiplied by the number of years of creditable service up to 40 years. Early retirement benefits are reduced by the lesser of one-twelfth

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of 7% for each month the member is below age 60 or by 7% for each year or fraction thereof by which the member has less than 30 years of service. It is also assumed that certain cost-of-living adjustments, based on the Consumer Price Index, will be made in future years. Retirement benefits are payable monthly for life. A member may elect to receive a partial lump-sum distribution in addition to a reduced monthly retirement benefit. Death, disability and spousal benefits are also available.

Funding Policy. TRS is funded by member and employer contributions as adopted and amended by the Board of Trustees. Members become fully vested after 10 years of service. If a member terminates with less than 10 years of service, no vesting of employer contributions occurs, but the member's contributions may be refunded with interest. Member contributions are limited by State law to not less than 5% or more than 6% of a member's earnable compensation. Member contributions as adopted by the Board of Trustees for the fiscal year ended June 30, 2013, were 6.00% of annual salary. Employer contributions required for fiscal year 2013 were 11.41% of annual salary as required by the June 30, 2010, actuarial valuation. The employer contribution rate will increase to 12.28% effective July 1, 2013.

Employer contributions for the current fiscal year and the preceding two fiscal years are as follows:

Fiscal Year	Percentage Contributed	Required Contribution
2013	100%	\$ 928,523.41
2012	100%	\$ 846,252.27
2011	100%	\$ 858,360.82

PUBLIC SCHOOL EMPLOYEES' RETIREMENT SYSTEM (PSERS)

Bus drivers, lunchroom personnel, and maintenance and custodial personnel are members of the Public School Employees' Retirement System of Georgia. The System is funded by contributions by the employees and by the State of Georgia. The School District makes no contribution to this plan.

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ATKINSON COUNTY BOARD OF EDUCATION
GENERAL FUND
SCHEDULE OF REVENUES, EXPENDITURES AND CHANGES IN FUND BALANCES
BUDGET AND ACTUAL
YEAR ENDED JUNE 30, 2013

SCHEDULE "1"

	NONAPPROPRIATED BUDGETS		ACTUAL AMOUNTS	VARIANCE OVER/UNDER
	ORIGINAL (1)	FINAL (1)		
REVENUES				
Property Taxes	\$ 1,982,134.00	\$ 1,982,134.00	\$ 1,975,884.92	\$ -6,249.08
Sales Taxes			2,804.99	2,804.99
State Funds	10,941,435.00	10,213,226.00	11,190,390.93	977,164.93
Federal Funds	2,559,330.00	2,692,163.00	2,371,155.91	-321,007.09
Charges for Services	61,000.00	61,000.00	103,159.32	42,159.32
Investment Earnings	13,300.00	13,300.00	22,876.64	9,576.64
Miscellaneous	68,073.00	68,073.00	218,497.76	150,424.76
Total Revenues	\$ 15,625,272.00	\$ 15,029,896.00	\$ 15,884,770.47	\$ 854,874.47
EXPENDITURES				
Current				
Instruction	\$ 10,930,766.00	\$ 10,986,030.80	\$ 9,781,182.39	\$ 1,204,848.41
Support Services				
Pupil Services	314,779.00	315,079.00	315,709.79	-630.79
Improvement of Instructional Services	551,930.00	545,329.00	472,842.75	72,486.25
Educational Media Services	311,489.00	311,489.00	298,015.06	13,473.94
General Administration	427,019.00	429,460.00	365,787.02	63,672.98
School Administration	1,056,441.00	1,056,633.00	944,313.17	112,319.83
Business Administration	220,272.00	220,272.00	212,214.75	8,057.25
Maintenance and Operation of Plant	1,241,026.00	1,241,026.00	1,072,936.95	168,089.05
Student Transportation Services	848,395.00	861,320.00	923,428.57	-62,108.57
Other Support Services	83,797.00	89,885.00	85,171.48	4,713.52
Food Services Operation	1,115,283.00	1,182,283.00	1,105,170.21	77,112.79
Total Expenditures	\$ 17,101,197.00	\$ 17,238,806.80	\$ 15,576,772.14	\$ 1,662,034.66
Excess of Revenues over (under) Expenditures	\$ -1,475,925.00	\$ -2,208,910.80	\$ 307,998.33	\$ 2,516,909.13
OTHER FINANCING SOURCES (USES)				
Other Sources			\$ 24,917.09	\$ 24,917.09
Other Uses	\$ -50,000.00	\$ -50,000.00	-50,000.00	0.00
Total Other Financing Sources (Uses)	\$ -50,000.00	\$ -50,000.00	\$ -25,082.91	\$ 24,917.09
Net Change in Fund Balances	\$ -1,525,925.00	\$ -2,258,910.80	\$ 282,915.42	\$ 2,541,826.22
Fund Balances - Beginning	5,298,575.57	5,298,575.57	5,291,243.57	-7,332.00
Adjustments		-3,051.94		3,051.94
Fund Balances - Ending	\$ 3,772,650.57	\$ 3,036,612.83	\$ 5,574,158.99	\$ 2,537,546.16

Notes to the Schedule of Revenues, Expenditures and Changes in Fund Balances Budget and Actual

- (1) Original and Final Budget amounts do not include budgeted revenues or expenditures of the various principal accounts. The principal accounts had actual revenues of \$154,055.24 and actual expenditures of \$154,382.55.

The accompanying schedule of revenues, expenditures and changes in fund balances budget and actual is presented on the modified accrual basis of accounting which is the basis of accounting used in the presentation of the fund financial statements.

See notes to the basic financial statements.

ATKINSON COUNTY BOARD OF EDUCATION
 SCHEDULE OF EXPENDITURES OF FEDERAL AWARDS
 YEAR ENDED JUNE 30, 2013

SCHEDULE "2"

FUNDING AGENCY PROGRAM/GRANT	CFDA NUMBER	PASS- THROUGH ENTITY ID NUMBER	EXPENDITURES IN PERIOD
Agriculture, U. S. Department of			
Child Nutrition Cluster			
Pass-Through From Georgia Department of Education			
Food Services			
School Breakfast Program	* 10.553	N/A	(2)
National School Lunch Program	* 10.555	N/A	\$ <u>1,131,800.86</u> (1)
Total Child Nutrition Cluster			\$ 1,131,800.86
Other Programs			
Pass-Through From Bright From the Start:			
Georgia Department of Early Care and Learning			
Child and Adult Care Food Program	10.558	N/A	<u>8,401.78</u>
Total U. S. Department of Agriculture			\$ <u>1,140,202.64</u>
Education, U. S. Department of			
Special Education Cluster			
Pass-Through From Georgia Department of Education			
Special Education			
Grants to States	84.027	N/A	\$ 343,191.68
Preschool Grants	84.173	N/A	<u>18,820.00</u>
Total Special Education Cluster			\$ <u>362,011.68</u>
Title I, Part A Cluster			
Pass-Through From Georgia Department of Education			
Title I Grants to Local Educational Agencies	* 84.010	N/A	\$ <u>797,650.50</u>
Other Programs			
Pass-Through From Georgia Department of Education			
Career and Technical Education - Basic Grants to States	84.048	N/A	\$ 27,595.00
Education Jobs Fund	84.410	N/A	720.00
English Language Acquisition Grants	84.365	N/A	21,306.79
Improving Teacher Quality State Grants	84.367	N/A	92,100.82
Migrant Education - State Grant Program	84.011	N/A	82,676.14
Rural Education	84.358	N/A	<u>37,297.82</u>
Total Other Programs			\$ <u>261,696.57</u>
Total U. S. Department of Education			\$ <u>1,421,358.75</u>
Total Expenditures of Federal Awards			\$ <u><u>2,561,561.39</u></u>

N/A = Not Available

Notes to the Schedule of Expenditures of Federal Awards

- (1) Includes the Federally assigned value of donated commodities for the Food Donation Program in the amount of \$43,633.52.
- (2) Expenditures for the funds earned on the School Breakfast Program (\$267,659.89) were not maintained separately and are included in the 2013 National School Lunch Program.

Major Programs are identified by an asterisk (*) in front of the CFDA number.

The School District did not provide Federal Assistance to any Subrecipient.

The accompanying schedule of expenditures of Federal awards includes the Federal grant activity of the Atkinson County Board of Education and is presented on the modified accrual basis of accounting which is the basis of accounting used in the presentation of the fund financial statements.

See notes to the basic financial statements.

ATKINSON COUNTY BOARD OF EDUCATION
 SCHEDULE OF STATE REVENUE
 YEAR ENDED JUNE 30, 2013

SCHEDULE "3"

<u>AGENCY/FUNDING</u>	<u>GOVERNMENTAL FUND TYPE</u>
	<u>GENERAL FUND</u>
GRANTS	
Bright From the Start:	
Georgia Department of Early Care and Learning	
Pre-Kindergarten Program	\$ 428,549.80
Education, Georgia Department of	
Quality Basic Education (1)	
Direct Instructional Cost	
Kindergarten Program	429,465.00
Kindergarten Program - Early Intervention Program	343,779.00
Primary Grades (1-3) Program	886,955.00
Primary Grades - Early Intervention (1-3) Program	759,737.00
Upper Elementary Grades (4-5) Program	488,473.00
Upper Elementary Grades - Early Intervention (4-5) Program	397,386.00
Middle Grades (6-8) Program	1,057,114.00
High School General Education (9-12) Program	793,525.00
Vocational Laboratory (9-12) Program	375,728.00
Students with Disabilities	1,878,011.00
Gifted Student - Category VI	186,858.00
Remedial Education Program	245,512.00
Alternative Education Program	87,208.00
English Speakers of Other Languages (ESOL)	216,152.00
Media Center Program	200,060.00
20 Days Additional Instruction	59,384.00
Staff and Professional Development	43,014.00
Indirect Cost	
Central Administration	418,986.00
School Administration	513,377.00
Facility Maintenance and Operations	471,760.00
Categorical Grants	
Pupil Transportation	
Regular	240,761.00
Sparsity	83,089.00
Nursing Services	45,000.00
Education Equalization Funding Grant	1,897,940.00
Food Services	28,226.00
Vocational Education	5,609.00
Vocational Supervisors	7,031.00
Amended Formula Adjustment	-1,433,963.00
Other State Programs	
Preschool Handicapped Program	8,356.00
Teachers' Retirement	4,941.13
Office of the State Treasurer	
Public School Employees' Retirement	22,367.00
	<u>22,367.00</u>
	<u>\$ 11,190,390.93</u>

(1) Payments to the Georgia Department of Community Health by the Georgia Department of Education on behalf of the School District in the amount of \$993,456.00 are included as part of the Quality Basic Education revenue allotments above.

See notes to the basic financial statements.

ATKINSON COUNTY BOARD OF EDUCATION
 SCHEDULE OF APPROVED LOCAL OPTION SALES TAX PROJECTS
 YEAR ENDED JUNE 30, 2013

SCHEDULE "4"

PROJECT	ORIGINAL ESTIMATED COST (1)	CURRENT ESTIMATED COSTS (2)	AMOUNT EXPENDED IN CURRENT YEAR (3)	AMOUNT EXPENDED IN PRIOR YEARS (3)	TOTAL COMPLETION COST	EXCESS PROCEEDS NOT EXPENDED	ESTIMATED COMPLETION DATE
(i) Improvements at Atkinson County High School, including completion of additional wing and construction of a physical education activity classroom, (ii) renovations and improvements to the dining areas and media center at Willacoochee Elementary School, (iii) technology upgrades, (iv) adding to, remodeling, renovation, improving, and equipping existing educational buildings, properties, and facilities of the Atkinson County School District, and acquiring any necessary real or personal property therefor, to include safety and security equipment, school furnishings, various equipment including vocational, fine arts, physical education, and athletic equipment, school buses and maintenance vehicles, instructional and administrative technology, and the purchasing of textbooks, library books, and other instructional materials.	\$ 4,800,000.00	\$ 4,800,000.00	\$ 319,685.18	\$ 3,120,894.24	\$ 0.00	\$ 0.00	9/30/2013

- (1) The School District's original cost estimate as specified in the resolution calling for the imposition of the Local Option Sales Tax.
- (2) The School District's current estimate of total cost for the project. Includes all cost from project inception to completion.
- (3) The voters of Atkinson County approved the imposition of a 1% sales tax to fund the above project and retire associated debt. Amounts expended for this project may include sales tax proceeds, state, local property taxes and/or other funds over the life of the project.

See notes to the basic financial statements.

ATKINSON COUNTY BOARD OF EDUCATION
GENERAL FUND - QUALITY BASIC EDUCATION PROGRAMS (QBE)
ALLOTMENTS AND EXPENDITURES BY PROGRAM
YEAR ENDED JUNE 30, 2013

SCHEDULE "5"

DESCRIPTION	ALLOTMENTS FROM GEORGIA DEPARTMENT OF EDUCATION (1) (2) (3)			ELIGIBLE QBE PROGRAM COSTS				
				SALARIES	OPERATIONS	TOTAL		
Direct Instructional Programs								
Kindergarten Program	\$	474,644.00	\$	608,087.62	\$	17,099.40	\$	625,187.02
Kindergarten Program-Early Intervention Program		355,130.00		123,510.44		89.95		123,600.39
Primary Grades (1-3) Program		955,406.00		1,348,978.67		32,439.25		1,381,417.92
Primary Grades-Early Intervention (1-3) Program		792,836.00		411,789.62		2,547.63		414,337.25
Upper Elementary Grades (4-5) Program		537,266.00		1,002,493.34		3,118.27		1,005,611.61
Upper Elementary Grades-Early Intervention (4-5) Program		404,941.00		37,012.37				37,012.37
Middle School (6-8) Program		1,129,073.00		1,083,335.19		26,969.65		1,110,304.84
High School General Education (9-12) Program		836,592.00		1,193,364.31		30,921.49		1,224,285.80
Vocational Laboratory (9-12) Program		392,099.00		385,567.18		13,703.01		399,270.19
Students with Disabilities		1,988,990.00						
Category II				251,101.40				251,101.40
Category III				737,566.50				737,566.50
Category IV				53,431.28				53,431.28
Category V				88,771.90				88,771.90
Gifted Student - Category VI		193,894.00				1,404.91		1,404.91
Remedial Education Program		260,617.00		220,194.34		1,123.06		221,317.40
Alternative Education Program		91,359.00		84,023.96				84,023.96
English Speakers of Other Languages (ESOL)		224,410.00		156,388.22		3,699.61		160,087.83
TOTAL DIRECT INSTRUCTIONAL PROGRAMS	\$	8,637,257.00	\$	7,785,616.34	\$	133,116.23	\$	7,918,732.57
Media Center Program		212,585.00		267,668.58		17,840.16		285,508.74
Staff and Professional Development		45,729.00						49,655.75
TOTAL QBE FORMULA FUNDS	\$	8,895,571.00	\$	8,053,284.92	\$	150,956.39	\$	8,253,897.06

(1) Comprised of State Funds plus Local Five Mill Share.

(2) Allotments do not include the impact of the State amended formula adjustment.

(3) Allotments do not include the State Health payments made by GDOE to the Department of Community Health for the certified employees.

See notes to the basic financial statements.

SECTION II

COMPLIANCE AND INTERNAL CONTROL REPORTS



DEPARTMENT OF AUDITS AND ACCOUNTS

270 Washington Street, S.W., Suite 1-156
Atlanta, Georgia 30334-8400

Greg S. Griffin
STATE AUDITOR
(404) 656-2174

June 9, 2014

Honorable Nathan Deal, Governor
Members of the General Assembly
Members of the State Board of Education
and
Superintendent and Members of the
Atkinson County Board of Education

INDEPENDENT AUDITOR'S REPORT ON INTERNAL CONTROL OVER FINANCIAL REPORTING
AND ON COMPLIANCE AND OTHER MATTERS BASED ON AN AUDIT OF FINANCIAL
STATEMENTS PERFORMED IN ACCORDANCE WITH *GOVERNMENT AUDITING STANDARDS*

Ladies and Gentlemen:

We have audited, in accordance with auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States, the financial statements of the governmental activities, each major fund, and the aggregate remaining fund information of Atkinson County Board of Education as of and for the year ended June 30, 2013, and the related notes to the financial statements, which collectively comprise Atkinson County Board of Education's basic financial statements and have issued our report thereon dated June 9, 2014.

Internal Control Over Financial Reporting

In planning and performing our audit of the financial statements, we considered Atkinson County Board of Education's internal control over financial reporting (internal control) to determine the audit procedures that are appropriate in the circumstances for the purpose of expressing our opinions on the financial statements, but not for the purpose of expressing an opinion on the effectiveness of the Atkinson County Board of Education's internal control. Accordingly, we do not express an opinion on the effectiveness of the Atkinson County Board of Education's internal control.

Our consideration of internal control was for the limited purpose described in the preceding paragraph and was not designed to identify all deficiencies in internal control that might be material weaknesses or significant deficiencies and therefore, material weaknesses or significant deficiencies may exist that were not identified. However, as described in the accompanying Schedule of Findings and Questioned Costs, we identified certain deficiencies in internal control that we consider to be a material weakness and a significant deficiency.

A *deficiency in internal control* exists when the design or operation of a control does not allow management or employees, in the normal course of performing their assigned functions, to prevent or detect and correct misstatements on a timely basis. A *material weakness* is a deficiency, or combination of deficiencies, in internal control such that there is a reasonable possibility that a material misstatement of the entity's financial statements will not be prevented, or detected and corrected on a timely basis. We consider the deficiency described in the accompanying Schedule of Findings and Questioned Costs as item FS-6021-13-02 to be a material weakness.

A *significant deficiency* is a deficiency, or a combination of deficiencies, in internal control that is less severe than a material weakness, yet important enough to merit attention by those charged with governance. We consider the deficiency described in the accompanying Schedule of Findings and Questioned Costs as item FS-6021-13-01 to be a significant deficiency.

Compliance and Other Matters

As part of obtaining reasonable assurance about whether Atkinson County Board of Education's financial statements are free from material misstatement, we performed tests of its compliance with certain provisions of laws, regulations, contracts and grant agreements, noncompliance with which could have a direct and material effect on the determination of financial statement amounts. However, providing an opinion on compliance with those provisions was not an objective of our audit, and accordingly, we do not express such an opinion. The results of our tests disclosed no instances of noncompliance or other matters that are required to be reported under *Government Auditing Standards*.

We noted certain matters that we have reported to management of Atkinson County Board of Education in a separate letter dated June 9, 2014.

Atkinson County Board of Education's Response to Findings

Atkinson County Board of Education's response to the findings identified in our audit is described in the accompanying Schedule of Findings and Questioned Costs. Atkinson County Board of Education's response was not subjected to the auditing procedures applied in the audit of the financial statements and, accordingly, we express no opinion on it.

Purpose of this Report

The purpose of this report is solely to describe the scope of our testing of internal control and compliance and the results of that testing, and not to provide an opinion on the effectiveness of the entity's internal control or on compliance. This report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering the entity's internal control and compliance. Accordingly, this communication is not suitable for any other purpose.

Respectfully submitted,



Greg S. Griffin
State Auditor



DEPARTMENT OF AUDITS AND ACCOUNTS

270 Washington Street, S.W., Suite 1-156
Atlanta, Georgia 30334-8400

Greg S. Griffin
STATE AUDITOR
(404) 656-2174

June 9, 2014

Honorable Nathan Deal, Governor
Members of the General Assembly
Members of the State Board of Education
and
Superintendent and Members of the
Atkinson County Board of Education

INDEPENDENT AUDITOR'S REPORT ON COMPLIANCE FOR EACH MAJOR PROGRAM AND ON
INTERNAL CONTROL OVER COMPLIANCE REQUIRED BY OMB CIRCULAR A-133

Ladies and Gentlemen:

Report on Compliance for Each Major Federal Program

We have audited Atkinson County Board of Education's compliance with the types of compliance requirements described in the *OMB Circular A-133 Compliance Supplement* that could have a direct and material effect on each of its major Federal programs for the year ended June 30, 2013. Atkinson County Board of Education's major Federal programs are identified in the Summary of Auditor's Results section of the accompanying Schedule of Findings and Questioned Costs.

Management's Responsibility

Management is responsible for compliance with the requirements of laws, regulations, contracts, and grants applicable to its Federal programs.

Auditor's Responsibility

Our responsibility is to express an opinion on compliance for each of Atkinson County Board of Education's major Federal programs based on our audit of the types of compliance requirements referred to above. We conducted our audit of compliance in accordance with auditing standards generally accepted in the United States of America; the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States; and OMB Circular A-133, *Audits of States, Local Governments, and Non-Profit Organizations*. Those standards and OMB Circular A-133 require that we plan and perform the audit to obtain reasonable assurance about whether noncompliance with the types of compliance requirements referred to above that could have a direct and material effect on a major Federal program occurred. An audit includes examining, on a test basis, evidence about the Atkinson County Board of Education's compliance with those requirements and performing such other procedures as we considered necessary in the circumstances.

We believe that our audit provides a reasonable basis for our opinion on compliance for each major Federal program. However, our audit does not provide a legal determination of Atkinson County Board of Education's compliance.

Basis for Qualified Opinion on Title I (CFDA 84.010)

As described in the accompanying Schedule of Findings and Questioned Costs, Atkinson County Board of Education did not comply with requirements regarding Title I as described in item FA-6021-13-01 for Allowable Costs/Cost Principles. Compliance with such requirements is necessary, in our opinion, for Atkinson County Board of Education to comply with requirements applicable to that program.

Qualified Opinion on Title I (CFDA 84.010)

In our opinion, except for the noncompliance described in the Basis for Qualified Opinion paragraph, the Atkinson County Board of Education complied, in all material respects, with the types of compliance requirements referred to above that could have a direct and material effect on Title I for the year ended June 30, 2013.

Unmodified Opinion on the Other Major Federal Program

In our opinion, Atkinson County Board of Education complied, in all material respects, with the types of compliance requirements referred to above that could have a direct and material effect on its other major Federal program identified in the Summary of Auditor's Results section of the accompanying Schedule of Findings and Questioned Costs for the year ended June 30, 2013.

Other Matters

Atkinson County Board of Education's response to the noncompliance findings identified in our audit is described in the accompanying Schedule of Findings and Questioned Costs. Atkinson County Board of Education's response was not subjected to the auditing procedures applied in the audit of compliance and, accordingly, we express no opinion on the response.

Report on Internal Control over Compliance

Management of Atkinson County Board of Education is responsible for establishing and maintaining effective internal control over compliance with the types of compliance requirements referred to above. In planning and performing our audit of compliance, we considered Atkinson County Board of Education's internal control over compliance with the types of requirements that could have a direct and material effect on each major Federal program to determine the auditing procedures that are appropriate in the circumstances for the purpose of expressing an opinion on compliance for each major Federal program and to test and report on internal control over compliance in accordance with OMB Circular A-133, but not for the purpose of expressing an opinion on the effectiveness of internal control over compliance. Accordingly, we do not express an opinion on the effectiveness of the Atkinson County Board of Education's internal control over compliance.

Our consideration of internal control over compliance was for the limited purpose described in the preceding paragraph and was not designed to identify all deficiencies in internal control over compliance that might be material weaknesses or significant deficiencies and therefore, material weaknesses or significant deficiencies may exist that were not identified. However, as discussed below, we identified a certain deficiency in internal control over compliance that we consider to be a material weakness.

A deficiency in internal control over compliance exists when the design or operation of a control over compliance does not allow management or employees, in the normal course of performing their assigned functions, to prevent, or detect and correct, noncompliance with a type of compliance requirement of a Federal program on a timely basis. *A material weakness in internal control over*

compliance is a deficiency, or combination of deficiencies, in internal control over compliance, such that there is a reasonable possibility that material noncompliance with a type of compliance requirement of a Federal program will not be prevented, or detected and corrected, on a timely basis. A *significant deficiency in internal control over compliance* is a deficiency, or a combination of deficiencies, in internal control over compliance with a type of compliance requirement of a Federal program that is less severe than a material weakness in internal control over compliance, yet important enough to merit attention by those charged with governance. We consider the deficiency in internal control over compliance described in the accompanying Schedule of Findings and Questioned Costs as item FA-6021-13-01 to be a material weakness.

Atkinson County Board of Education's response to the internal control over compliance findings identified in our audit is described in the accompanying Schedule of Findings and Questioned Costs. Atkinson County Board of Education's response was not subjected to the auditing procedures applied in the audit of compliance and, accordingly, we express no opinion on the response.

The purpose of this report on internal control over compliance is solely to describe the scope of our testing of internal control over compliance and the results of that testing based on the requirements of OMB Circular A-133. Accordingly, this report is not suitable for any other purpose.

Respectfully submitted,



Greg S. Griffin
State Auditor

GSG:as
2013SA-65

SECTION III

AUDITEE'S RESPONSE TO PRIOR YEAR FINDINGS AND QUESTIONED COSTS

ATKINSON COUNTY BOARD OF EDUCATION
AUDITEE'S RESPONSE
SUMMARY SCHEDULE OF PRIOR YEAR FINDINGS AND QUESTIONED COSTS
YEAR ENDED JUNE 30, 2013

PRIOR YEAR FINANCIAL STATEMENT FINDINGS AND QUESTIONED COSTS

FINDING CONTROL NUMBER AND STATUS

FS-6021-12-01 Unresolved - See Corrective Action/Responses

CORRECTIVE ACTION/RESPONSES

EMPLOYEE COMPENSATION
Inadequate Controls over Employee Compensation
Finding Control Number: FS-6021-12-01

A review process of payroll records will be implemented to ensure that the necessary controls are in place so that employee compensation will be correct.

PRIOR YEAR FEDERAL AWARD FINDINGS AND QUESTIONED COSTS

FINDING CONTROL NUMBER AND STATUS

FA-6021-11-01 Further Action Not Warranted - The Georgia Department of Education (grantor), has reviewed this finding and has determined that no further action is necessary.
FA-6021-12-01 Unresolved - See Corrective Action/Responses

CORRECTIVE ACTION/RESPONSES

ALLOWABLE COST/COST PRINCIPLES
Improper Time and Attendance Records
U. S. Department of Education
Through Georgia Department of Education
Title 1, Part A Cluster (CDFA 84.010 and 84.389)
Finding Control Number: FA-6021-12-01

Additional controls will include monthly PARs documenting specific duties for Title I program and the specific amount of time designated for the split funded salaries of the Title I Director and Secretary. The PARs will be prepared monthly and will coincide with one or more pay periods. The PARs will be signed by the employee.

SECTION IV
FINDINGS AND QUESTIONED COSTS

ATKINSON COUNTY BOARD OF EDUCATION
 SCHEDULE OF FINDINGS AND QUESTIONED COSTS
 YEAR ENDED JUNE 30, 2013

I SUMMARY OF AUDITOR'S RESULTS

Financial Statements

Type of auditor's report issue:
 Governmental Activities; General Fund; Capital Projects Fund; Debt
 Service Fund; Aggregate Remaining Fund Information Unmodified

Internal control over financial reporting:

- Material weakness identified? Yes
- Significant deficiency identified? Yes

Noncompliance material to financial statements noted: No

Federal Awards

Internal Control over major programs:

- Material weakness identified? Yes
- Significant deficiency identified? None Reported

Type of auditor's report issued on compliance for major programs:
 Unmodified for all major programs except for Title I, Part A Cluster, which was qualified.

Any audit findings disclosed that are required to be reported in
 accordance with OMB Circular A-133, Section 510(a)? Yes

Identification of major programs:

<u>CFDA Numbers</u>	<u>Name of Federal Program or Cluster</u>
10.553, 10.555	Child Nutrition Cluster
84.010	Title I, Part A Cluster

Dollar threshold used to distinguish between Type A and Type B programs: \$300,000.00

Auditee qualified as low-risk auditee? No

ATKINSON COUNTY BOARD OF EDUCATION
SCHEDULE OF FINDINGS AND QUESTIONED COSTS
YEAR ENDED JUNE 30, 2013

II FINANCIAL STATEMENT FINDINGS AND QUESTIONED COSTS

FS-6021-13-01 Inadequate Controls over Employee Compensation

Control Category: Employee Compensation

Internal Control Impact: Significant Deficiency

Description:

This is a repeat finding (FS-6021-11-02 and FS-6021-12-01) from the year ended June 30, 2011 and June 30, 2012. The School District did not have sufficient monitoring controls in place to verify the accuracy of salary payments.

Criteria:

The School District's management is responsible for designing and maintaining internal controls that ensure employee compensation payments are properly calculated and disbursed.

Condition:

Based on a review of employees' payroll records the following deficiencies were noted:

- Some employees were not paid according to the local Board salary schedule.
- An employee was paid a stipend that was not on the Board-approved stipend list.
- An employee was paid using their hourly rate from the previous year.
- An employee was not paid according to the actual hours worked.

Cause:

In discussing the issue with management, they stated these deficiencies were the result of a lack of proper procedures in place over the employee compensation process.

Effect or Potential Effect:

This could result in errors in financial reporting and increases the risk of material misstatement in the financial statements, including misstatements due to fraud.

Recommendation:

The School District should implement appropriate procedures to strengthen internal controls over processing of employee compensation. Additionally, the School District should ensure that all payroll disbursements are based on approved salary scales.

Views of Responsible Officials and Corrective Action Plans:

We concur with this finding, a review process of payroll records will be implemented to ensure that the necessary controls are in place so that employee compensation will be correct.

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ATKINSON COUNTY BOARD OF EDUCATION
SCHEDULE OF FINDINGS AND QUESTIONED COSTS
YEAR ENDED JUNE 30, 2013

II FINANCIAL STATEMENT FINDINGS AND QUESTIONED COSTS

FS-6021-13-02 Inadequate Controls over the Financial Reporting

Control Category: Financial Reporting
Internal Control Impact: Material Weakness

Description:

A material misstatement was noted in the reporting of the Capital Projects Fund.

Criteria:

Management is responsible for having adequate controls over the financial reporting process, which not only includes proper recording of transactions to the general ledger, but extends to accurate preparation and presentation of the financial statements, including note disclosures.

Condition:

An entry was proposed and accepted by the School District to record \$58,776.65 in Special Purpose Local Option Sales Tax (SPLOST) revenue earned at June 30, 2013. This entry was material to the Capital Projects Fund.

Cause:

In discussing the issue with management, they stated that not recording the SPLOST receivable at year end was a simple oversight by finance personnel.

Effect or Potential Effect:

A material adjustment was necessary in order for the School District's financial statements to be in conformity with generally accepted accounting principles.

Recommendation:

The School District's management should implement controls over the financial statement reporting process to ensure the completeness and accuracy of all activity recorded in the financial statement information presented for audit.

Views of Responsible Officials and Corrective Action Plans:

We concur with this finding. The Financial Statement Preparation Checklist provided by the Georgia Department of Audits will be used to ensure entries are recorded.

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ATKINSON COUNTY BOARD OF EDUCATION
SCHEDULE OF FINDINGS AND QUESTIONED COSTS
YEAR ENDED JUNE 30, 2013

III FEDERAL AWARD FINDINGS AND QUESTIONED COSTS

Finding Control Number: FA-6021-13-01
Compliance Requirement: Allowable Cost/Cost Principles
Internal Control Impact: Material Weakness
Compliance Impact: Material Noncompliance
Federal Awarding Agency: U. S. Department of Education
Pass-Through Entity: Through Georgia Department of Education
CFDA Number and Title: Title 1, Part A Cluster (CDFA 84.010)

Description:

This is a repeat finding (FA-6021-11-01 and FA-6021-12-01) from fiscal years ended June 30, 2011, and June 30, 2012, respectively. We identified deficiencies in internal controls related to employee compensation expenses paid from the Title 1, Part A Cluster programs.

Criteria:

Provisions of the OMB Circular A-87, *Cost Principles for State, Local and Indian Tribal Governments*, require that "Where employees work on multiple activities or cost objectives, a distribution of their salaries or wages will be supported by personnel activity reports or equivalent documentation that meets the following standards:

- a) They must reflect an after-the-fact distribution of the actual activity of each employee,
- b) They must account for the total activity for which the employee is compensated,
- c) They must be prepared at least monthly and coincide with one or more pay periods, and
- d) They must be signed by the employee.

Such documentation support will be required where employees work on:

- a) More than one Federal award, or
- b) A Federal award and a non-Federal award."

OMB Circular A-87 also states that "Budget estimates or other distribution percentages determined before the services are performed do not qualify as support for charges to Federal awards but may be used for interim accounting purposes, provided that:

- a) The governmental unit's system for establishing the estimates produce reasonable approximations of the activity actually performed;
- b) At least quarterly, comparisons of actual costs to budgeted distributions based on the monthly activity reports are made. Costs charged to Federal awards to reflect adjustments made as a result of the activity actually performed may be recorded annually if the quarterly comparisons show the difference between budgeted and actual costs are less than ten percent; and
- c) The budget estimates or other distribution percentages are revised at least quarterly, if necessary, to reflect changed circumstances.

Condition:

Testing of employee compensation payments charged to the Title I, Part A programs revealed that the timesheets for all of the split-funded Title I teachers failed to meet the requirements set forth by OMB Circular A-87. Specifically, the personnel activity reports were not completed monthly and they did not have the signature of the employee performing the duties.

ATKINSON COUNTY BOARD OF EDUCATION
SCHEDULE OF FINDINGS AND QUESTIONED COSTS
YEAR ENDED JUNE 30, 2013

III FEDERAL AWARD FINDINGS AND QUESTIONED COSTS

Questioned Cost:

\$26,683.50

Cause:

In discussing the issue with management, they stated that the lack of having proper time and attendance records for split-funded employees was due to a misunderstanding of the Federal program requirements by personnel.

Effect or Potential Effect:

Failure to adequately monitor compliance related to employee compensation expenses paid from Federal award programs resulted in material noncompliance with the requirements of the Federal grants.

Recommendation:

The School District should establish procedures to ensure that adequate time records that support the actual time spent on the Federal award program are maintained for all split-funded Title 1, Part A Cluster employees. The time records should be used to accurately distribute the employee's salary between the Federal and non-Federal programs. The Georgia Department of Education should review this matter to determine if a reclaim of funds is appropriate.

Views of Responsible Officials and Corrective Action Plans:

We concur with this finding. Procedures will be implemented to ensure that adequate time records to support actual time spend on the Federal award program are maintained for all split-funded Title 1, Part A Cluster employees.

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